



HEADQUARTERS
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MEMORANDUM FOR UNIT COMMANDERS

FROM: CTWG/LGS

SUBJECT: LG Reminders/Major changes to the updated CAPR 67-1.

Reminders

1. CAPF 38 "Document Register" & CAPF 111 "Expendable Issues" are cutoff annually on 1 January of every year. Only the expendable item files (including CAPF 37E's) are involved. The nonexpendable files will be cutoff every year after receipt (between 1 Jan & 1 Mar) of the nonexpendable S-3 equipment report.
2. Unit Roster listing senior staff positions for the current (new) year at required at wing ASAP. Supply Officer staff position must be listed on this roster.

Major changes to the updated CAPR 67-1

1. Unit requirement list (want list) is no longer a requirement.
2. LG filing system has been revised and will need to be implemented.
3. Control Numbers are not longer required when utilizing CAPF 37, 38 & 111.
4. CAPF 37, 38 & 111 have been updated and the new versions must be used.
5. All donations of equipment must be documented on the new Donation Certificate. This form for the Connecticut Wing can be located on the LG section of the Connecticut Wing Web site.
6. Annual inventory of equipment (S-3) will be completed each year between 1 January and 1 March. This inventory will be signed and returned to Wing by the March Commanders Call. LG will provide a copy of the S-3 report to all units at the January Commanders Call.
7. Custody Receipt's/revalidation for unit members possessing unit equipment are no longer a requirement. The yearly inventory will act as a revalidation of ALL non expendable

equipment. Any unit that has nonexpendable equipment (item(s) listed on the S-3 equipment report) that is issued to a CAP member must have a CAPF 37E (new version) as per CAPR 67-1. To clarify, any nonexpendable item that is not located at your unit location needs a CAPF 37E (radio's, computers, vehicle & etc.) issuing this equipment to an individual.

8. CAPF 111 can now be utilized for transfer of expendable equipment between units.
9. CAPF 2a with a transfer of accountability is no longer required for a change of supply officer. An inventory utilizing the current S-3 report is conducted and this report is signed by the outgoing and incoming supply officers. This serves as the transfer of accountability. The most current S-3 report will be obtained from the CTLGS officer. Units will need to contact CTLGS for a current copy of the S-3 report when a transfer of accountability is needed.
10. Changes to the disposal process for non-expendable property. Disposals must go through the Wing LGS for processing before the item can be disposed of.

The Connecticut Wing Supplement to CAPR 67-1 will be updated to reflect the updated changes.

FOR THE COMMANDER

NICHOLAS BRIGNOLA JR., LTC, CAP
Wing Supply Officer

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FILE